


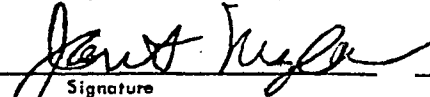
RECORDS RETENTION AND DISPOSAL SCHEDULE

RESEARCH AND PUBLIC AFFAIRS - BALTIMORE COUNTY

ADMINISTRATIVE OFFICE

AGENCY		DIVISION
Item No.	Description	Retention
1	<p>GENERAL OFFICE CORRESPONDENCE FILES</p> <p>These files contain general information, copies and duplicates of letters and correspondence, records and forms, housekeeping information related to the department of a current nature and such other current data that might have some reference value at the time.</p> <p>File Arrangement: Alphabetically</p>	Retain for five (5) years, then destroy
2	<p>PRESS RELEASES AND NEWSLETTERS</p> <p>These files contain all statements and Press releases during the year by the Executive, and all photos, worksheets, etc. for publication of the monthly employee Newsletter.</p> <p>File Arrangement: Chronologically</p>	Retain for five (5) years, then destroy
Approved for Baltimore County		
 12-23-76		
Records Management Officer		

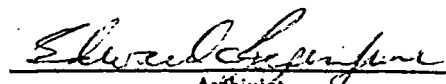
Schedule approved by Department, Agency or Division Representative

 Information Officer 1/6/77

Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

1/24/77  Secretary

Date Archivist Date Secretary